

**SUPERVISOR OF JAIL**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position in the jail facility of the police department, the primary duties of which include supervision of Jailers, supervising the care and supervision of inmates, and maintaining safety and security within the jail facility. The Supervisor of Jail provides for the maintenance of the jail facility and equipment and the preparation and maintenance of records and reports of the jail. The employee of this class ensures that department policies and procedures are followed by subordinate personnel. The Supervisor of Jail works with limited supervision, and reports to and has work reviewed by the superior officer assigned to manage the Jail Operations, as designated by the Police Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the jail facility by supervising subordinate employees assigned to the jail facility. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules, so that they will know what they are expected to do and what results are expected from their performance. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Observes and evaluates the operations of the jail, and takes steps to correct any problems observed. Investigates all accidents involving department equipment in the jail, determines cause, and formulates procedure to avoid future accidents.

Provides training for new jail employees, and provides technical assistance to all subordinates when needed. Prepares for the shift by reviewing records of previous shift activity or being briefed by out-going Jailer. Assigns duty areas and work schedules for subordinates, and approves leave. Inspects the appearance of subordinate employees, evaluates the work performance of subordinate employees, discusses their work performance, and counsels employees who are experiencing work problems. Maintains discipline among subordinates and resolves employee complaints and grievances. Holds meetings with jail personnel for the purpose of receiving reports and disseminating information. Reviews incoming communications, making assignments to staff or routing the work to the appropriate

person or location.

Oversees routine and specialized jail functions for the required welfare of inmates, including proper feeding, housing, medical attention, sanitation, and security. Supervises and assists in the supervision of inmates and trustees in any activities taking place outside cells, such as meals, recreational, or rehabilitation activities. Controls the movement of inmates within the jail facility and in transit to other locations, such as court or medical facilities. Uses weapons and restraining devices as may be required in order to maintain control and security. Hears and counsels inmates with grievances. Prevents or controls disruptive behavior among prisoners. Disciplines inmates for violations or infractions of rules according to departmental policies and procedures. Provides for medical needs of inmates by checking medical records and administering medicine, or by contacting a physician if any inmate needs medical attention.

Supervises and assists in the booking procedures for arrested persons brought to the jail, including searching inmates, photographing, fingerprinting, securing personal property, and completing necessary arrest records. Makes periodic inspections of the jail facility in order to maintain jail security and to ensure that all safety precautions are followed. Performs inmate counts and searches to discover and confiscate contraband items. Monitors visitors, and inspects packages to prevent smuggling of contraband, escape attempts, or any other prohibited activity. Operates security devices such as cameras, monitors, and manual and/or automatic locks.

Keeps abreast and informs subordinates of changes in regulations, laws, technical developments, new departmental policies, or related matters. Coordinates the work of the jail with related federal, state, and local agencies, relating information and giving assistance when needed.

Provides for the preparation and maintenance of jail records and reports, reviews reports and records completed by subordinates, and periodically inspects systems and facilities for maintaining such. Maintains court docket. Completes forms, reports, and records as required to document jail activity, including: records of seized items; probation records; bench warrants; court appearance records; and records of visitors. Maintains an inventory of supplies needed in the jail.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Answers telephone inquiries and handles complaints from the public about the operation of the jail. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Jailer for at least two (2) years immediately preceding closing date for application to the board.